

***MONTANA DEPARTMENT OF NATURAL RESOURCES & CONSERVATION (DNRC)
AND MONTANA URBAN AND COMMUNITY FORESTRY ASSOCIATION (MUCFA)***



***FY 2013 Urban Forestry
Program Development Grant
Overview & Application***



The Montana Urban Forestry Program is made possible through state funds and a grant from the USDA Forest Service.



**Montana Department of Natural Resources and Conservation (DNRC)
2013 Urban Forestry Grant Program**

PROGRAM OVERVIEW

PROGRAM ADMINISTRATOR	Montana Department of Natural Resources & Conservation in cooperation with the Montana Urban and Community Forestry Association.
FUNDS AVAILABLE	\$85,000 total available. Minimum request is \$2,000 , maximum is \$20,000 . Grant funds distributed on a reimbursement basis.
GRANT REQUIREMENTS	50:50 (100%) match from applicant ✓ The Community certifies that it will adhere to any Additional Requirements to Proposal as part of the Grant Agreement
STIPULATIONS	✓ The Community certifies that the main contact for this grant and other community officials as deemed necessary will view the Program Development Grant Agreement presentation and submit a signed affidavit to the DNRC before a grant agreement will be issued.
ELIGIBLE APPLICANTS	Montana cities, towns, counties, and tribal governments interested in conducting innovative projects in urban forestry. These may include tree inventories, development of an urban forest management plan, or urban forestry public awareness projects.
APPLICATION LIMITATION	One grant application per community per grant cycle.
APPLICATION DEADLINE	Applications must be submitted/postmarked by <u>October 31, 2012.</u> Emailed applications can be sent to Lorie Palm, LPALM@MT.GOV . NO FAXED APPLICATIONS.
NOTIFICATION DATE	Recipients will be notified by November 30, 2012.
PROJECT COMPLETION	Grantees will be given 6 months to 1 year to complete the project from time of activation.
FOR ADDITIONAL INFORMATION CONTACT	Jamie Kirby, Urban Forestry Coordinator Montana DNRC 2705 Spurgin Road Missoula, Montana 59804-3199 Telephone: 542-4288 Fax: 542-4217 Email: JAMIEKIRBY@MT.GOV
WEBSITE	Grant information and application available online at http://dnrc.mt.gov/forestry/grants.asp .

PROGRAM PURPOSE

Program Development grants aim to enhance and improve upon a community's urban forestry program. These grants are intended for supporting goals & priorities identified by the Forest Service and DNRC, which include:

- Protect and improve air and water quality
- Mitigate climate change
- Conserve energy
- Improve human health and well-being

ELIGIBLE PROJECTS

Projects must relate to urban forestry, which for the purposes of this grant are considered to be tree management, planning, operations, and education.

Examples include but are not limited to:

- Develop an urban forestry management plan
- Perform or update a computerized tree inventory
- Design and develop a green infrastructure analysis
- Develop a storm or pest response plan
- Entryway or corridor beautification
- Develop or conduct urban forestry staff training
- Develop urban forestry public awareness campaign
- Participation or coordination in urban forestry conferences, workshops
- Tree planting, pruning, hazardous tree removals on public lands

PROJECT BUDGET CALCULATION: REIMBURSABLE EXPENSES

Personnel Expenses - Cost of hiring Seasonal employees or special staff to carry out the project.

Operating Expenditures - Cost of purchasing appropriate supplies and materials to complete the project. Examples may include:

- Costs for tree planting supplies and materials
- Printing costs or purchase of relevant publications
- Costs associated with attending or providing educational opportunities related to urban forestry, such as workshop registration fees, facility and equipment rental, lodging, speaker costs and travel for municipal and/or volunteer participants

Contracted Professional Services - Costs related to hiring a consultant or contractor (arboriculture, forestry, landscape design, planning) and/or other professional for this project. Requires prior permission from DNRC.

MATCHING EXPENSES – Costs associated with this grant that match the reimbursable expenses.

Personnel - Regular personnel cost for city employees and equipment for work on the project.

Donated/in-kind - Value of donated materials or services directly related to the project, Value of volunteer time used to complete the project.



PROJECT BUDGET: NON-REIMBURSABLE EXPENSES

Federal funds - May not be used for applicant cash, donated, or in-kind matching contributions.

Capital outlay - Having a cost greater than \$500 unless approved as part of grant. Examples of capital outlay are: Large equipment, (bucket truck); computer equipment; some types of hardscaping, etc.

Full irrigation - No more than 20% of the total grant amount awarded may be used for irrigation. (I.e. maximum reimbursement for the irrigation portion of a \$10,000 grant would be \$2,000.)

PLEASE NOTE

Training: Grant applicants must agree to receive training on grant administration and implementation upon notification of awards.

Tree Plantings must follow specifications set forth by DNRC, which will be included in grant agreement. Specifications are downloadable online at <http://dnrc.mt.gov/Forestry/Assistance/Urban/Grants.asp>. Upon project completion, an inspection will be performed prior to reimbursing funds.

If awarded grant funds, you will be required to obtain a minimum of **3 bids** for any purchases/contracted services over \$1,000 related to the project. If you are unable to obtain 3 bids, a statement of justification must be submitted to your Regional Urban Forester (see below).

One of the measures of success for this program is the **leveraging of local support** (cash and donated services). It is important that the applicant indicate all anticipated project expenses (grant funds requested, cash, donated services and in-kind contributions) required to successfully complete the program development project as described in their project application budget.

SELECTION PROCESS

Applications will be reviewed and ranked by a committee composed of DNRC Urban Forestry Staff and members of the Montana Urban and Community Forestry Association. Applicants will be notified of their award status by November 30, 2012.

Grants scoring: Scoring is based on Federal and State program goals for 2013, as well as deliverables outlined in the Montana Statewide Forest Resource Strategy. The Montana Statewide Forest Resource Strategy can be viewed and downloaded at: https://www.socialtext.net/dnrc_sawg.

Successful proposals will be weighted towards tree inventory projects, planning for sustainable urban forest landscapes (management plans), promoting energy conservation, and promoting education & volunteerism.

REVIEW AND COMPLIANCE

Project grant funds will be distributed on a reimbursement basis. Reimbursement will not be made until expenditures have actually been paid and proof of payment is provided.

Reimbursable project expenses must occur between the date of signed grant agreement and expiration date.

Reimbursement requests must be submitted within 30 days of project completion. A narrative report summarizing the status/outcome of the project must be included with each request for reimbursement. A checklist of required materials to submit for reimbursement is available on DNRC's website under <http://www.dnrc.mt.gov/forestry/Assistance/Urban/grants.asp>, titled "UCF Project Report Form".

Reimbursement will not be made until the entire project is completed, all required materials received, and contract completion documentation is granted by Montana DNRC.

Following the awarding of grants, Montana DNRC may conduct periodic project inspections and a final project audit to assure compliance with project Grant Agreement.

Please provide before and after photos when available.



For specific project questions, please contact the Regional Urban Forester in your area:

Urban Forestry - Northwestern Region

Dave Jones
KalisPELL, MT
Telephone: 406-751-2267
Email: djones@mt.gov

Counties include: Chouteau, Glacier, Hill, Liberty, Lincoln, Flathead, Lake, Sanders, Pondera, Teton, and Toole

Urban Forestry - Southwestern Region



Jamie Kirby
Missoula, MT
Telephone: 406-542-4288
Email: jamielkirby@mt.gov

Counties include: Beaverhead, Broadwater, Cascade, Deer Lodge, Gallatin, Granite, Jefferson, Judith Basin, Lewis and Clark, Madison, Meagher, Mineral, Missoula, Park, Powell, Ravalli, and Silver Bow.

Urban Forestry - Eastern Region

Currently Vacant - Please contact Jamie Kirby (above)

Counties include: Blaine, Big Horn, Carbon, Carter, Custer, Daniels, Dawson, Fallon, Fergus, Garfield, Golden Valley, McCone, Musselshell, Petroleum, Phillips, Powder River, Prairie, Richland, Roosevelt, Rosebud, Sheridan, Stillwater, Sweet Grass, Treasure, Valley, Wheatland, Wibaux, and Yellowstone.

 Prior to submitting an application, contact with your regional urban forester is necessary. They will help you through the project design and planning process. Regional contacts are listed above. 

APPLICATION CHECKLIST

Regional Urban Forester Approval
Community Summary Table (page 5)
Project Narrative (outlined on page 5)
Budget Calculation Form (page 6)
3-Year Maintenance Plan, if project involves tree planting, maintenance, and/or removals.
<u>Signed</u> original application to be sent to DNRC

Please submit the original completed application by *October 31* to the following address:

Montana DNRC - Urban Forestry Program
2705 Spurgin Road
Missoula, Montana 59804-3199

Failure to submit a completed application will likely result in disqualification.

Montana Department of Natural Resources and Conservation (DNRC)
2013 Urban Forestry Grant Application

COMMUNITY		DUNS NUMBER	FEDERAL TAX ID NUMBER
COMMUNITY ADDRESS		CITY/TOWN	STATE ZIP
PRINCIPAL REPRESENTATIVE (person DNRC will utilize as primary contact)		TITLE	
PRINCIPAL REP ADDRESS (if same as above, leave blank)		CITY/TOWN	STATE ZIP
PHONE (DAYTIME)	FAX	EMAIL	
OTHER IMPORTANT CONTACTS: List by name, title, and contact information (phone, email)			
TOTAL REQUEST AMOUNT (maximum request \$20,000)		TREE CITY USA in 2011? (Y/N)	

Use this page as the cover sheet and include separate paper for the Project Narrative. Please use the Budget Calculation sheets provided. This document must be signed and dated by an individual that is legally authorized to act on the community's behalf. Please answer clearly and concisely, and be sure to include all required attachments. Failure to do so will result in disqualification.

PROJECT NARRATIVE (All of the following elements must be addressed in application)

1. PROJECT DESCRIPTION AND JUSTIFICATION: Describe the type of project and clearly outline its purpose and goals. Are they in line with federal and state program goals? Explain the ability for this project to solve a problem or meet a need.
2. PROGRAM DEVELOPMENT: How will this project help your community develop or improve a sustainable urban forestry program? Are there long-term benefits as a result of this project?
3. PROJECT PERSONNEL: The personnel should possess the necessary qualifications or expertise to carry out project & program goals. Please include name, title/qualification, project role, and level of involvement. *A community representative will also be required to view a presentation on grants administration led by DNRC. Please identify this person in this section.*
4. LEVERAGING LOCAL SUPPORT & OUTREACH: Please include any planned activities with volunteers and/or public education related to this project. Identify any partners (other agencies, groups, etc.) that will be involved.
5. PROJECT WORK PLAN AND SCHEDULE: Provide a work plan/schedule for completing each activity and timetable for completion with start and finish dates. Assume that tree planting & maintenance projects have until June 15th, 2013; other projects have until September 30th, 2013.
6. PROJECT MONITORING & FOLLOW UP: How will you measure this project's success? Will there be future monitoring efforts following the completion of this grant project? For any tree planting, maintenance, or removal projects, attach a 3- year maintenance plan (example at <http://dnrc.mt.gov/Forestry/Assistance/Urban/Grants.asp>)
7. TREE OR VEGETATION ORDINANCE: Does your community currently have an ordinance (Y/N)? If yes, please affirm the date that your ordinance was adopted. You do not need to attach your ordinance; however, this document should be available upon request.

I certify that the community/organization listed above has the approval of the local government to conduct this project.

PRINCIPAL REPRESENTATIVE: Name, Signature _____

AUTHORIZED COMMUNITY OFFICIAL: Name, Title, Signature _____

BUDGET CALCULATION FORM

PROJECT EXPENSES	QUANTITY/HOURLY RATE OR PIECE RATE	GRANT FUNDS REQUESTED (A)*	APPLICANT CASH MATCH (B)	\$ VALUE OF DONATED AND IN-KIND (C)	TOTAL A + B + C
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
<i>*Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, forestry student interns or summer forestry apprentice costs can be included as grant funds.</i>					
TOTAL PERSONNEL EXPENSES					
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
TOTAL OPERATING EXPENSES					
CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)					
TOTAL CONTRACTED SERVICES					
TOTAL PROJECT EXPENDITURES					

IMPORTANT NOTE:

UPON REQUESTING REIMBURSEMENT, ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS TO BE APPLIED TO 100% MATCH) MUST BE SUBSTANTIATED WITH PROOF OF PAYMENT.

FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.

SAMPLE BUDGET CALCULATION FORM

PROJECT EXPENSES	QUANTITY/HOURLY RATE	GRANT FUNDS REQUESTED (A) ***	APPLICANT CASH MATCH (B)	\$ VALUE OF DONATED AND IN-KIND (C)	TOTAL A+B+C
PERSONNEL EXPENSES (SALARIES/WAGES/BENEFITS)					
***Requested grant funds <u>cannot</u> be used for regular personnel costs of city/town employees. However, forestry student interns or seasonal employee costs can be included as grant funds.					
Student Forester/Seasonal Intern	320 hours @ 10.00 per hour	\$1,600.00	\$1,600.00	-	\$3,200.00
Park Superintendent	32 hours @ 18.00 per hour	-	\$576.00	-	\$576.00
Tree Committee	6 meetings @ \$120 per meeting	-	-	\$720.00	\$720.00
Volunteer Project Crew	5 people for 20 hours @ 15.00 per hour (list of names provided)	-	-	\$1,500.00	\$1,500.00
TOTAL PERSONNEL EXPENSES		\$1,600.00	\$2,176.00	\$2,220.00	\$5,996.00
OPERATING EXPENDITURES (TRAVEL, SUPPLIES, RENTALS, ETC.)					
Mileage – city pick up truck	1000 miles @ .20 per mile	-	\$200.00	-	\$200.00
Purchase of diameter tape		-	\$38.00	-	\$38.00
Purchase of inventory software		\$5,000.00	-	-	\$5,000.00
Purchase of data collection device		\$499.00	-	-	\$499.00
Irrigation system parts		-	\$452.00	-	\$452.00
Mulch	10 cubic yards @ \$8.10 per yard	\$81.00	-	-	\$81.00
Attendance at pruning workshop	3 employees at \$50 each (registration info provided)	-	\$150.00	-	\$150.00
Purchase of trees from Smith Nursery	6 trees @ \$100 each	\$600.00	-	-	\$600.00
ABC Construction (backhoe rental to dig holes)	4 hours @ \$25 per hour	-	-	\$100.00	\$100.00
Trees from American Legion	6 trees @ \$125 each	-	-	\$750.00	\$750.00
Johnson Excavating (backhoe rental to dig holes)	4 hours @ \$40 per hour	-	-	\$160.00	\$160.00
TOTAL OPERATING EXPENSES		\$6,180.00	\$840.00	\$1,010.00	\$8,030.00
CONTRACTED PROFESSIONAL SERVICES (NEEDS PRIOR APPROVAL)					
Consultant fees – for inventory software training and setup	Fixed amount (travel + hourly wage)	\$0.00	\$2,500.00	-	\$2,500.00
TOTAL CONTRACTED SERVICES		\$0.00	\$2,500.00	\$0	\$2,500.00
TOTAL PROJECT EXPENDITURES		\$7,780.00	\$5,516.00	\$3,230.00	\$16,526.00

IMPORTANT NOTE:

ALL EXPENDITURES (INCLUDING CASH, DONATIONS AND IN-KIND CONTRIBUTIONS) MUST BE SUBSTANTIATED WITH RECEIPTS TO BE APPLIED TO 100% MATCH.

FEDERAL FUNDS MAY NOT BE USED FOR APPLICANT CASH, DONATED AND/OR IN-KIND CONTRIBUTIONS.